

## TWU POLICIES

### FINANCIAL POLICY

#### **Definitions**

Collective Agreement refers to the TWU-STT-TELUS Collective Agreement. R  
Mar 07

Top Communications Technician rate refers to the negotiated wage rate in the current TWU-STT-TELUS Collective Agreement. R  
Mar 07

Upper Fraser Valley refers to Abbotsford, Agassiz, Aldergrove, Chilliwack, Rosedale, Sardis, Yarrow, Hope, Whonnock and Mission.

Transportation refers to airfares, airport fees, coach lines, ferry fares, road tolls, parking fees, mileage, shuttle and taxi fares to and from airports and ferries. R  
Mar 03

#### 1. Expenses for Officers, Delegates and members on TWU sanctioned business:

The determination of out-of-town status shall be beyond 15 miles (24 km.) travelling distance, by the most direct route, from the meeting site to either the lesser of the two: R  
Mar 07

- (a) Their residence, or
- (b) Their work headquarters.

Any Delegate returning to his residence shall only be entitled to in-town expenses. All daily per diem rates to be rounded out to the nearest dollar. Daily per diem rates cover a 24-hour period. Exceptional expenses shall require the prior approval of the Secretary-Treasurer. R  
Mar 07

Any Officer or Delegate whose residence is beyond 15 miles (24 km) travelling distance, attending a CLC, Federation of Labour or TWU Convention, will have the choice of having a hotel and given out-of-town expenses for the duration of the convention. R  
Mar 08

Any member on in-town union business extending through supper hours shall be paid an additional 12% of top Communications Technician rate at the discretion of the Secretary-Treasurer. R  
May 09

#### **Conventions**

(a) Expenses for out-of-town members requiring overnight accommodations will be approved hotel rate plus 30% of the top Communications Technician wage rate plus transportation. Hotel rate to be established by the Secretary-Treasurer. R  
May 09

(b) Expenses for in-town members will be 12% of the top Communications Technician rate, plus parking fees. For late sittings, the in-town daily per diem will be double at the discretion of the Secretary-Treasurer. R  
May 09

#### **Committees (Convention and Executive Council appointed)**

(c) Expenses for members not requiring overnight accommodations will be 12% of top Communications Technician rate. R  
May 09

## TWU POLICIES

- (d) Expenses for out-of-town members requiring overnight accommodations will be approved hotel rate plus 30% of the top Communications Technician wage rate plus transportation. Hotel rate to be established by the Secretary-Treasurer. R  
May 09

### **Grievance/ Arbitration Process**

(The following does not apply to the normal grievance procedure)

- (e) Members not requiring overnight expenses will be provided with their meals either by credit card or by receiving 12% of top Communications Technician rate per meal, plus transportation. R  
May 09
- (f) Expenses for out-of-town members requiring overnight accommodation will be approved hotel rate plus 30% of the top Communications Technician wage rate plus transportation. Hotel rate to be established by the Secretary-Treasurer. R  
May 09
2. Out-of-town members requiring overnight accommodation while on TWU sanctioned business shall receive one-half day time off for travelling on their own time to and from such business, plus transportation. Out-of-town members requiring overnight accommodation residing in Upper Fraser Valley claim two (2) hours travel time for travelling on their own time to and from such business, plus transportation. All other members receive no travel time, i.e. Lower Fraser Valley and Greater Vancouver. Any exceptional travel time shall require the approval of the Secretary-Treasurer. R  
Jan 92
3. That members on official TWU sanctioned business, Local general or executive meetings or to attend TWU approved labour courses, be reimbursed for additional costs incurred for child care. The additional costs shall be determined by the differences between normal working day costs and the actual costs incurred. Any exceptional child care expenses shall require prior approval of the Secretary-Treasurer. R  
Jun 91
4. (a) Mileage will be paid to Convention Delegates, Convention Committees, Executive Council appointed Committees, members attending Local meetings, or elected, appointed or requested to attend Local Labour Council meetings shall be paid at the following mileage rate when travelling by automobile to and from the Union sanctioned meeting closest to their place of work and the total round trip mileage exceeds 40 kilometres. All mileage after 40 kilometres will be paid for at the discretion of the Secretary-Treasurer or Local executive at the rate of 45 cents per kilometre, plus 3 cents per kilometre per passenger kilometre. R  
May 09
- (b) Extraordinary travel expenses incurred over or under 40 kilometres may be paid for at the discretion of the Secretary-Treasurer or Local Executive. R  
Jan 01
5. Secretary-Treasurers' course to be held on an as needed basis. R  
Jun 88
6. Members of the TWU shall be paid hotel room plus 30% of top Communications Technician rate with prior authorization of the Executive Council while attending TWU approved labour courses when held at a distance which precludes their return home each night. Members unable to return home due to weather conditions may be paid such expenses subject to approval of the Local Executive. R  
May 09
7. Members of the TWU shall be paid an allowance of 10% of top Communications Technician rate per half day, evening or full day to cover out-of-pocket expenses, when elected, appointed or requested to attend union-approved Education Courses, Labour Council regular meetings, or TWU Local Executive meetings. This allowance may be R  
Mar 07

## TWU POLICIES

paid to members who are elected, appointed or requested to attend meetings other than those specifically mentioned, at the discretion of the Local Executive.

8. Local Executive members not able to return home from Executive or General Meetings because of travel arrangements or weather conditions shall be reimbursed through the Union for limited time off of up to four (4) hours the next day, as well as the actual hotel and meal expenses incurred in the overnight stay. R  
Jun 85

9. That the salaries for Officers be as follows:

	<u>July 1, 2011</u>	<u>July 1, 2012</u>	<u>July 1, 2013</u>
President	\$90,225.525	\$92,030.04	\$93,870.64
Vice-Pres. & Sec.-Treasurer	\$84,003.075	\$85,683.14	\$87,396.80
Business Agents	\$77,780.625	\$79,336.24	\$80,922.96

10. The benefits gained by the master section of the TELUS-TWU-STT Collective Agreement and Letters and Memoranda of Agreement that apply to the master section shall apply to the paid officers. R  
Mar 08

11. (a) That the TWU sponsor three (3) seven hundred and fifty dollars (\$750.00) scholarships and four (4) one thousand dollar (\$1,000.00) scholarships. R  
Mar 07

- (b) That the TWU sponsor a Wally Alexander Memorial one thousand dollars (\$1,000.00) scholarship to a TWU student of the Labour College of Canada Residential Program. R  
Feb 00

12. In order to prevent extreme financial hardship to our members honouring picket lines, a payment of 70% of gross wages will commence on the third day of picketing. R  
Jun 83

13. That if, in the opinion of the Executive Council, a group of members on a job action are to be held off the job then a payment of up to seventy percent (70%) of a day's gross wages may be given. R  
Jan 84

14. All Locals shall establish an account in a chartered financial institution and shall deposit all its revenues therein. Credit Unions shall be given first consideration.

15. Local Secretaries' remuneration shall be 45% of the top daily Communications Technician rate per month plus 10% of top Communications Technician rate per Local General or Special Meeting. R  
Mar 07

16. (a) An annual grant of \$1.50 per member shall be paid to each Local for social functions, door prizes, promotional items, etc. This amount to be determined by November 1 Official Membership count. The minimum amount allocated to any Local will be \$100. **(Suspended for 2011)** R  
May 09

- (b) The Secretary-Treasurer of the TWU is authorized to automatically send each Local their Social Fund the first of April each year. **(Suspended for 2011)** R  
Jun 89

17. All purchases of assets by a Local above one hundred dollars (\$100.00) or leases and rentals that exceed this amount per year must be approved by the Secretary-Treasurer of the TWU or the TWU Finance Committee.

## TWU POLICIES

18. Each Local that wishes to have TELUS calling Cards will be responsible for all calls charged against the card. Executives of the Local will be responsible to verify all charges.
19. Sick Committees are empowered to spend up to thirty dollars (\$30.00) per sick member. A member must be absent over ten (10) working days. One time only per sickness. R  
Jan 91
20. No Local may make a donation exceeding the sum of fifty dollars (\$50.00). No further donation may be made to the same cause by the Local within the calendar year without the approval of the Executive Council of the Union. That Locals limit donations to requests within their Local area only. R  
Jun 87
21. Monthly the Secretary-Treasurer of each Local shall send an itemized statement to the Secretary-Treasurer of the Union showing the amount expended from the Local expense account during the previous month. R  
Jan 92
22. The Secretary-Treasurer of the Union shall upon a receipt of the itemized statement of the Secretary-Treasurer of the Local reimburse the Local for its expenses.
23. In an emergency, a Local Executive may request the Secretary-Treasurer of the TWU for additional monies to cover extraordinary expenditures subject to approval of the TWU Executive Council.
24. The Union will allow one Executive member or Shop Steward off per work location and 4 others per Local, scheduled to work, union paid time off the job as necessary to attend Local union meetings, Executive meetings, or a specially-called meeting. An additional person will be allowed paid time off in locals over 200 members at a ratio of 1 person per 100 members. It will be the responsibility of the Local's Secretary-Treasurer to advise the TWU's Secretary-Treasurer the names of members being booked off. In all cases, the Local will endeavour to give a minimum of two weeks' notice. R  
Feb 10
25. That the TWU and its officers should purchase or lease communications and office equipment from companies employing TWU Bargaining Unit members when the security and privacy of the TWU is not put at risk. If in any cases where particular equipment is not available, then purchases or leases should utilize union suppliers when possible. R  
May 09
26. The TWU Executive Council and Convention donations will be collectively restricted to a maximum of \$10,000 per fiscal year, unless exceptional circumstances prevail as decided by Executive Council or Convention. Exceptional circumstances shall not include donations to political parties. R  
Jan 95
27. The TWU will establish a Political Action Fund. This fund will be financed by the transfer of two dollars (\$2.00) per member per fiscal year from the Administrative Account. Disbursement of monies from the Political Action Fund will be at the discretion of Executive Council or Convention. R  
Jan 89
28. All committees shall submit a detailed budget to include all anticipated expenses for the following year's program. All committees reporting to Convention shall include a brief financial statement for the fiscal period between Conventions. R  
Jan 98

## TWU POLICIES

29. The TWU will allow one elected or appointed Labour Council Delegate per Local, scheduled to work, Union paid time off the job as necessary to attend a regular, committee, or executive local Labour Council meeting. It will be the responsibility of the Local's Secretary-Treasurer to advise the TWU's Secretary-Treasurer the name of the member being booked off. In all cases, the Local will endeavour to give a minimum of two weeks' notice. R  
May 09
30. All banked A.F. up to and including February 28, 1992, to be grandfathered in a separate account. R  
Jan 92
31. (a) The Finance Committee shall present a balanced or surplus operating budget to Convention. R  
Jan 94
- (b) A budget covering surplus funds may be presented by the Finance Committee to Convention when surplus funds are available. R  
Jan 94
- (c) Surplus funds to be defined as those monies over and above a minimum of six (6) months operating expenses in the Administration Account and no other outstanding unfunded liabilities. R  
Feb 00
32. Effective January 1, 1995, all In Lieu time accumulated will be banked at the rate of pay in effect at the time of banking. If this time is cashed in for any reason, the payout will be at the rate at which it was banked. R  
Jan 94
33. All expenses submitted by a local or one of its members must be accompanied by a copy of any receipt(s) received. R  
Jan 01
34. That all members submit AF IN LIEU vouchers to the Secretary-Treasurer within 60 days of when such time was earned. If a member presents a valid reason as to why their AF IN LIEU was not submitted within the stipulated timeframe, the Secretary-Treasurer will have the discretion to approve any reasonable request. R  
Mar 07
35. Any member or Officer of the TWU, travelling on Union business, fly economy class whenever possible. R  
Mar 07
36. Rank and File Bargaining Committee members negotiating first Collective Agreements be eligible for expenses. R  
Mar 08